



Natural Resources Conservation Service
One Credit Union Place, Suite 340
Harrisburg, PA 1700-2993

October 5, 2006

PENNSYLVANIA BULLETIN NO. PA360-7-1

SUBJECT: PER – Annual Ethics Training Requirement for all NRCS employees for Calendar Year 2006

Purpose: To provide direction to all employees on the mandatory ethics training requirement.

Expiration Date: December 31, 2006

Deadline: November 17, 2006

All NRCS employees are required to complete 1 hour of ethics each calendar year. Secretary Johann's recent memorandum express USDA's commitment to the highest ethical principles to maintain the public's trust.

The training requirement can be met by completing **three** of the Ethics training modules in AgLearn located at <http://www.aglearn.usda.gov/>. Two modules have been added to each employees learning plan in AgLearn. These required modules are: **Seeking Non-Federal Employment** and **Basic Post-Employment Restrictions**.

Employees are required to complete the two listed and must select one more to complete the requirement. The second page of this bulletin will list the courses available. Visually impaired employees who have experienced problems using the USDA Ethics Training Modules on AgLearn should call me to arrange to participate in a live net meeting, with audio (via telephone) to provide the following training:

October 11, 2006 11 a.m. - 12 p.m. (EST) Basic Post Employment

November 7, 2006 11 a.m. – 12 p.m. (EST) Seeking non-Federal Employment

If an employee has already taken either or both of the required courses this calendar year, they will not have to retake them. You can verify this in your training history.

All supervisors are to ensure that employees they supervise have completed the required training by the due date. All supervisors will be asked to sign a certification verifying the completion of this training. Technical Centers will be collecting this information under separate memo for each field office. Anne Anderson will be collecting the certifications from the Technical Centers and State Office supervisors by November 23, 2006.



This requirement is for all employees currently employed with NRCS regardless of their appointment type. Employees on Leave Without Pay (LWOP) will be exempt until they return to duty.

The following is a list of all USDA Ethics courses that will satisfy the third course requirement and are recommended by the State.

- Web Based DA-ETHICS-ACCEPTANCE (Rev 12/10/2004 03:40:06 PM America/New York) Ethics: Acceptance of Payment from a Non-Federal Source for Travel Expenses
- Web Based DA-ETHICS-CONFLICTING (Rev 12/10/2004 03:41:21 PM America/New York) Ethics: Conflicting Interests
- Web Based DA-ETHICS-FINDISCLOSURE (Rev 12/10/2004 03:44:30 PM America/New York) Ethics: Financial Disclosure
- Web Based DA-ETHICS-FUND (Rev 12/10/2004 03:46:44 PM America/New York) Ethics: Fundraising
- Web Based DA-ETHICS-GIFTS (Rev 12/10/2004 03:48:01 PM America/New York) Ethics: Gifts Between Employees
- Web Based DA-ETHICS-GIFTSOUTSIDESOURCES (Rev 12/16/2004 08:50:21 AM America/New York) Ethics: Gifts from Outside Sources
- Web Based DA-ETHICS-INVITATIONS (Rev 12/10/2004 03:49:41 PM America/New York) Ethics: Invitations from Outside Entities
- Web Based DA-ETHICS-ORIENTATION (Rev 2/3/2006 01:26:00 PM America/New York) Ethics: Training Module 21 New Employee Ethics Orientation
- Web Based DA-ETHICS-OUTSIDEEMP (Rev 12/10/2004 03:47:25 PM America/New York) Ethics: Outside Employment
- Web Based DA-ETHICS-PARTICIPATING (Rev 12/10/2004 03:44:43 PM America/New York) Ethics: Participation in Outside Organizations
- Web Based DA-ETHICS-POLACTIVITY (Rev 12/10/2004 03:44:00 PM America/New York) Ethics: Political Activity
- Web Based DA-ETHICS-PRPTIME (Rev 12/10/2004 03:58:26 PM America/New York) Ethics: Using Government Property and Time
- Web Based DA-ETHICS-TEACHING (Rev 12/10/2004 03:41:20 PM America/New York) Ethics: Teaching, Speaking, Writing
- Web Based DA-ETHICS-TRAVEL CARD (Rev 12/10/2004 03:39:13 PM America/New York) Ethics: Use of Government Travel Cards

Should you have any questions regarding this training requirement or AgLearn, please contact Anne Anderson at (717) 237-2143.

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State Conservationist

DIST: AE